FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

RQ-2

DEC 3 5997

Paul Johnson, Treasurer
Democratic Senatorial
Campaign Committee
430 South Capitol Street, SE
Washington, DC 20003

Identification Number:

C00042366

Reference:

February Monthly Report (1/1/97-1/31/97)

Dear Mr. Johnson:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

•You must make an attempt to obtain the full name, mailing address, occupation and name of employer for all individuals who contribute more than \$200 in a calendar year. Please amend your report to include the omitted information.

A committee may demonstrate "best efforts" to obtain the required information by providing the Commission with a description of its procedures for requesting the information and may also supply a copy of a solicitation: the committee must request the contributor information in initial solicitations; make follow-up requests (if necessary); report the information; and file amendments to disclose previously unreported information. Each solicitation must include a clear and conspicuous request for the information. If a committee receives a contribution that exceeds the \$200 threshold but lacks contributor information, the committee must, within 30 days, make an additional written or oral request for the information. Please note that a written request may not include an additional solicitation or material on any other subject, other than thanking the contributor for the donation and must include a pre-addressed return post card or envelope for the contributor's response. An oral request must be documented in writing. Committees must also disclose information that was not provided by the contributor, but is available in any of the committee's records for that current election cycle. Furthermore, if a committee receives contributor information after the contributions have been reported, it must submit, with its next report, an amended memo Schedule A listing all the contributions for which additional information was received or file, on or before the next reporting date, amendments to the previous reports on which the contributions were originally disclosed. See 11 CFR §104.3(a)(4)(i) and 11 CFR §104.7.

-Schedule H3 of your report discloses a transfer to the federal account from a non-federal account for ratio adjustments for two fundraising events that fail to provide the date of receipt (pertinent portion attached). In addition, on Schedule H2, you have failed to include the revised allocation ratios for the fundraising events. Committees must include a revised allocation ratio and list the date of the fundraising event when reporting such adjustments. Please amend your report accordingly. 11 CFR § 106.5 (f) (2).

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530. My local number is (202) 219-3580.

Sincerely.

Kenneth A. Davis, Jr.

Reports Analyst

Reports Analysis Division

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